

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEM OF CARE**

PROMOTIONAL / TRANSFER OPPORTUNITY



Restricted to Department of Mental Health (DMH) Employees

**SECRETARY III
Mental Health Services Act (MHSA)
Prevention and Early Intervention (PEI)
Patriotic Hall – VALOR Program**

At the invitation of the Department of Military and Veteran's Affairs (DMVA) and with cooperation from the Chief Executive Office (CEO), the Department of Mental Health (DMH) is developing a one-stop service center for combat veterans and their families to be headquartered in the newly renovated Patriotic Hall, targeted for operation in August, 2013. As a result, DMH is seeking an enthusiastic, motivated, experienced individual to fill the position of Secretary III. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply. In collaboration with staff of participating agencies, the Secretary III will perform the following duties for our returning war heroes and their family members as a member of DMH's Veterans and Loved Ones (VALOR) program.

EXAMPLE OF DUTIES:

- Provide daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Schedule appointments and arrange conferences and meetings.
- Prepare inter-office notices, bulletins, and memoranda.
- Review written materials for grammar and proper formatting.
- Review materials submitted to Program Head's attention and ensure all relevant data, files, signatures, etc., are included.
- Input Units of Service data including Community Outreach Services into Integrated System (IS) for the VALOR program and Data Entry as needed for staff Co-located at DMH clinics.
- Assist with financial screenings of VALOR consumers and family members.
- Assist with data tracking including the following: development of weekly, client tracking log; gathering and summarizing weekly, client tracking logs; and outreach tracking.
- Responsible for inventory, supplies, and procurement.
- Screen office phone calls and refer to the appropriate individuals within the VALOR program.
- Create forms, graphs, and templates.
- Special assignments, as needed.

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to effectively edit and draft documents.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Highly-skilled in working with MS Office, i.e., Word, Excel, PowerPoint, Publisher, Visio, and Outlook.
- Experience working with veterans and their family members.

Employees currently holding the payroll title of Secretary III may submit their resume, letter of interest, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Thursday, May 16, 2013 to:**

Divina Tababa

(213) 738-2756

dtababa@dmh.lacounty.gov

550 S. Vermont Avenue, 3rd floor, Los Angeles, CA 90020